LIBERTY LEISURE PERSON SPECIFICATION

Assistant Swimming Development Officer

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| Qualifications & Training | Essential/ Desirable | Measure |
| A.S.A. Level 2 Certificate in Learn to Swim or equivalent | Essential | 1,4 |
| Swimming Teachers qualifications for specialist groups | Desirable | 1,4 |
| A desire and commitment to update and attain new aquatic coaching qualifications | Essential | 1, 3 |
| Current RLSS National Pool Lifeguard Qualification or equivalent or ability to gain qualification within 6 months | Essential | 1,2,4 |
| A relevant first aid qualification | Desirable | 1,4 |

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| Knowledge & Experience | Essential/ Desirable | Measure |
| Working use of Microsoft Office | Essential | 1,2 |
| Basic administrative tasks | Desirable | 1,3 |
| Developing quality systems | Desirable | 1,3 |
| Minimum of 12 months delivering aquatics instruction to a wide range of levels, abilities, pupils and age groups. | Essential | 1,2,3 |
| Developing and mentoring volunteers and coaches | Desirable | 1,3 |
| Have an understanding of equality and diversity | Essential | 1,3 |

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| Skills & Abilities | Essential/ Desirable | Measure |
| Ability to demonstrate good verbal skills and customer care | Essential | 1,3 |
| Demonstrate a good level of literacy and numeracy | Essential | 1,3 |
| Ability to communicate with a wide range of people | Essential | 1,3 |
| Self-motivated with the ability to motivate and lead others | Essential | 1,3 |
| Physically able to lead coaching and instructional activities | Essential | 1,3 |
| Clear ability to work under own initiative and within a team | Essential | 1,3 |
| Ability to manage a diverse workload and meet deadlines | Essential | 1,3 |

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| Other Requirements | Essential/ Desirable | Measure |
| Early mornings, evening & weekend work will be required | Essential | 1,3 |
| Available to work during school holidays | Essential | 1,3 |
| A flexible approach to working patterns with ability to cover holidays and staff sickness | Essential | 1,3 |
| Demonstrate a genuine desire to work in the leisure industry and have a passion for swimming. | Essential | 1,3 |

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| Car Allowance | This post is not a designated car user |

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| Measure: | 1. Application form  2. Test after shortlisting  3. At interview | 4. Documentary evidence  5. Other [please specify] |

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|  | Name | Signature | Date |
| Person specification written by: | Garry Shaw |  | 2 July 2025 |
| Person specification agreed by |  |  |  |

Date of issue:

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| Additional notes for JE/HR. |